

## ROUTING AND TRANSMITTAL SLIP

5/8/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/PERSONNEL		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR ACTION

(PLS PREPARE RESPONSE FOR DDA'S SIGNATURE WITH A DROP CY TO ER)

SUSPENSE: COB 29 JULY 85

NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

Room No.—Bldg.
Phone No.

RM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:	ACTION	INFO	DATE	INITIAL
1 DCI				
2 DDCI				
3 EXDIR		X		
4 D/ICS				
5 DDI				
6 DDA	X			
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/Pers		X		
14 D/OLL				
15 D/PAO				
16 SA/IA				
17 AO/DCI				
18 C/IPD/OIS				
19 NIO				
20				
21				
22				

SUSPENSE 31 July 85  
Date

## Remarks

TO #6: Please provide appropriate response.

Executive Secretary  
7 May 85  
Date

3637 (10-81)

DDA SUBJECT FILE COPY

25-1670

# *Senior Executives Association*



Executive Registry

85-1849

DD/A Registry

85-1670

May 1, 1985

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Casey:

The Senior Executives Association is pleased to announce the establishment of its Annual Executive Excellence Awards Program. These awards will recognize career senior executives and careerists in equivalent level positions in the federal government who have made significant contributions to the public service and who have improved the image of the career Senior Executive Service.

You are invited to submit one or more nominations by July 31 for each of the following awards:

- o Executive Achievement
- o Distinguished Executive Service

If you have more than one nominee for either category, please rank the nominations.

Nomination and selection procedures are described in the enclosure. The Selection Committee will include individuals with distinguished service records from academia, the government, and the private sector.

Recipients of these awards will be formally recognized at a special ceremony at the annual conference of the Senior Executives Association/Professional Development League on October 29 and 30, 1985.

Nominations must be received on or before July 31, 1985. Please contact me at SEA's local office if you have any questions concerning this matter. The telephone number is (202) 535-4328.

Sincerely,

cc: Assistant Secretary  
for Administration  
Director of Personnel

  
BLAIR CHILDS  
Executive Director